

Vigo County, Indiana  
Court Appointed Special Advocate (C.A.S.A.)

VOLUNTEER COORDINATOR (Part-Time)

The Part-Time Volunteer Coordinator is a hourly paid position. This position is supervised by the CASA Director.

QUALIFICATIONS:

- Must possess a high school diploma or equivalent.
- Experience in the social service profession is desirable.
- Ability to communicate with others effectively.
- Knowledge of court proceedings desirable.
- Ability to work flexible hours.

RESPONSIBILITIES:

- Supervise an active case load of volunteers assigned by the Director of CASA.
- Assist in the required data/statistical updates for the National CASA Comet Program.
- Maintain monthly contact with assigned volunteers.
- Write and file court reports.
- Proof-read and edit reports completed by volunteers.
- Assist the Director of CASA in other matters as requested.

Please send applications/resumes to:

Vigo County Annex  
Attention: Human Resources  
650 S. 1<sup>st</sup> Street  
Terre Haute, IN 47807